

MEDICAL OPERATIONS CHIEF/CHIEF NURSING OFFICER

Mission: Organize and direct the overall delivery of medical care in all areas of the TMTS.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: TMTS Administrator			Signature: _____	
TMTS Location: _____		Telephone: _____		
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from the Operations Chief. Obtain packet containing Medical Operations Chief Job Action Sheet.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided)		
Meet with Operations Chief and Section Chiefs for briefing and development of an initial action plan. Establish time for follow up meetings.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Appoint the unit leaders and provide appropriate corresponding Job Action Sheets.		
Assist in establishing a Medical Operations Section. Complete the HICS Form 204 for assignments.		
Evaluate Medical Operations Section to perform: <ul style="list-style-type: none"> • Patient care • Palliative Care • Causality Care • Clinical Support Services (lab, diagnostic radiology, pharmacy) • Patient tracking including registration and discharge 		
Meet with Medical Ops Section Unit staff to discuss medical needs, staffing, and supply needs in all patient care areas.		
Assess problems and needs in Medical Operations Section; coordinate resource management.		
Ensure Medical Operations Sections staff complies with safety policies and procedures.		
Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.		
Recommend input for PIO press releases as requested.		
Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Chief: report status to Operations Section Chief.		
Ensure all Unit Leaders are providing just-in-time training as needed.		
Determine need for surge capacity plan implementation and/or modification of existing plan.		
Coordinate with Unit Leaders to prioritize patient transfer needs.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Determine if communicable disease exists; implement appropriate response procedure(s). Coordinate with appropriate Unit Leaders, if activated.		
Regularly meet with the Operations Section Chief to discuss plan of action staffing in all service areas.		
Receive assigned radio and establish two-way communications with the Communication Unit.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue to meet regularly with Operations Chief and Medical Director for status reports, and relay important information to the Medical Operations Section staff.		
Continue coordinating patient care, disposition of patients, and clinical services support.		
Ensure patient tracking and transfer is being properly coordinated by Unit Leaders.		
Meet regularly with Medical Ops Section Unit staff to assess current and project future patient care conditions.		
Be sure patients records are being done correctly and collected.		
Ensure patient care needs are being met and policy decisions to institute austere care (altered level of care) practices are determined and communicated effectively.		
Advise Operations Chief and/or Medical Director immediately of any operational issue you are not able to correct or solve. Assess environmental service needs in all patient treatment areas and inform Unit Leader with identified needs.		
Review personal protection practices; revise as needed.		
Ensure patient safety issues are identified and addressed.		
Report equipment and supply needs to Logistics Chief.		
Continue to provide updated clinical information and situation reports to Unit Leaders and staff.		
Ensure patient data is collected and shared with appropriate internal and external officials.		
Ensure staff health and safety issues are being addressed; resolve with the Safety Officer.		
Develop and submit action plan to the Operations Section Chief when requested.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Medical Operation Section's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to ensure patient transfer coordination and tracking; mitigate identified issues.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		
Ensure that staff is rotated on a regular basis.		
Continue to document actions and decisions on HICS Form 214 and submit to the Planning Chief at assigned intervals as indicated.		
Continue to provide the Operational Chief and Medical Director with regular situation updates.		
Provide Unit Leaders with situation update information.		

Demobilization/System Recovery	Time	Initial
Debrief staff on lessons learned and procedural/equipment changes needed.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST.		
Submit comments to the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> HICS Form 206 Staff Medical Plan <input type="checkbox"/> HICS Form 207 Incident Management Team Chart <input type="checkbox"/> HICS Form 213 Incident Message Form <input type="checkbox"/> HICS Form 214 Operational Log <input type="checkbox"/> TMTS organizational chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local public health department reporting forms <input type="checkbox"/> Local resources